



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO
80204-2581

APR 14 2004

Reply to
Attn of:

SFSP-498

Subject:

2004 Summer Food Service Program Administrative Guidance
for Sponsors Handbook—Errata Sheet

To:

STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri DHSS
(Special Nutrition Programs) Montana OPI, Nebraska, North Dakota,
South Dakota, Utah and Wyoming

It has come to our attention that there is an error in the *2004 Summer Food Service Program Administrative Guidance for Sponsor* handbook. The error is on page 10 and relates to documenting closed enrolled site eligibility. On November 27, 2002, we issued Policy Memoranda, SFSP-463, "Waiver for Closed Enrolled Sites" permitting those types of sites to use "area eligibility" data for the location of the site, rather than using the income eligibility documentation form when at least half of the enrolled children at the site are eligible for free and reduced price meals. We are issuing the attached Errata Sheet to replace page 10. Please ensure that this page is inserted in all copies of the handbook as soon as possible.

We apologize for any inconvenience this inaccuracy may have caused. If you have questions, please contact my staff at 303-844-0354.

Darlene Sanchez
DARLENE SANCHEZ
Regional Director
Special Nutrition Programs

Attachment

**ERRATA SHEET FOR
SFSP ADMINISTRATIVE GUIDANCE FOR SPONSORS
2004 EDITION (REVISED MARCH 2004)**

under, the 50 percent threshold, and the CBG data may reveal specific portions of the school's attendance area that are SFSP eligible.

- Mandatory busing has affected the percentage of free and reduced price eligibles in neighborhood schools, and the school is unable to "factor out" the pupils bused in from other areas and provide the sponsor with data on the percentage of free and reduced price eligibles living in the school's immediate neighborhood.

In any of these circumstances, use of the local CBG data contained in the computerized special tabulation may help the State agency assist sponsors to more precisely document the area eligibility of their proposed sites.

2. Documenting Closed Enrolled Site Eligibility

Sponsors can document an enrolled site's eligibility by:

- Obtaining lists of names and eligibility status of enrolled children for free and reduced price meals from schools where the children receive school lunch or breakfast; or
- Asking the parent or guardian of each enrolled child to complete an income eligibility form. At least 50 percent of the enrolled children must be from households that meet the income eligibility guidelines (See Attachment 10); or
- Using "area" eligibility data for the location of the site, rather than using the income eligibility form documenting that at least half of the enrolled children at each site are eligible for free or reduced price meals (**This option is not available for camps.**); or
- **Sponsors may also document site eligibility using school-based eligibility data. Parental consent forms are not required in order for the local School Food Authority (SFA) to provide this information to SFSP sponsors.** As part of the application process, sponsors of closed enrolled sites must provide the State agency with:
 - a statement of how they intend to document SFSP eligibility, **using one of the methods listed above;**
 - an estimate of the total number of children enrolled at the site; and
 - an estimate of the number of children enrolled at the site who are documented as eligible for free or reduced price school meals.

Sponsors of closed enrolled sites must have the following information on file at the site:

- records of the total number of children enrolled at the site; and
- list(s) of income eligible children provided by the school system; or